



Montgomery County Recreation Department

Gwendolyn Coffield Community Center

Facility Rental Information Guide

2450 Lyttonsville Road, Silver Spring, Maryland 20910
Telephone: (240) 777 - 4900 Website: <http://mcrd.net>

RENTAL RULES AND POLICIES

Admission Fees: No admission fees may be collected by renters at Community Centers, except fundraisers approved by the Center Director.

Alcohol Renters: Must complete a *Light Alcohol Beverage Application* and *Facility Permit Application*. The Director of Recreation Department must approve the permit. Only light alcoholic beverages (beer, wine, champagne) may be served. Sale of alcoholic beverages and hard liquor of any kind is prohibited. Minimum age limits and other county and state requirements will be enforced.

Cancellation: Notification of cancellation must be received at least 30 days before the event. If notification is received less than thirty days before the event, a cancellation fee of one-half the total approved rental fee plus a \$25 service fee will be assessed. A full refund will be issued in the event of a facility failure if the event cannot be rescheduled.

Capacity: Room capacities are determined by the fire marshal and cannot be exceeded.

Improper Use of Center: Responsible person must maintain an orderly activity and must assume responsibility for all participants and their actions. Improper use of the Center will result in immediate closure of the activity. Future applications will be denied. Verbal or physical abuse of staff may result in closure of activity and police intervention.

Misrepresentation: Action will be taken against misrepresentation of an event. A fine may be assessed, or the event may be closed.

Payment: Half of the total rental fee must be paid at the time of booking. The balance of the rental fee is due two weeks before the rental date. Checks, money orders, Visa or MasterCard will be accepted. Security deposit is also due two weeks before the rental date.

Security Deposit: Pay a security deposit (\$200 maximum) no less than two weeks before your event. Your security deposit will be returned to you after the event if the room is left in good condition and all Center rules are followed. Please expect 2-3 weeks processing time for your refund.

Non-Resident: The fee for non-resident is \$50 for each rental.

Set Up/Clean Up: You may arrive up to one hour (based on rates) before your event to set up at no charge. You are responsible for all set-up, including table and chairs, for your event. **before setting up, complete and sign the first part of the Facility Usage Checklist with the center staff.*

You may leave up to one hour (based on rates) after your event to clean-up at no charge. You are responsible for all aspects clean-up for your event including bagging and removing trash, mopping floors and putting away tables and chairs if necessary. You may reserve additional set-up or clean-up time for an addition fee. **after cleaning up, complete and sign the second part of the Facility Usage Checklist with center staff.*

The building must be secured by 12:00 midnight for Saturday events.

Responsible Person: The Responsible Person indicated on the *Facility Permit Application* must be at least 21 years old and must attend the event from beginning to end. The Responsible Person's signature must appear on all rental forms.

Rental Time: The approved rental time, which appears on the *Facility Permit Application*, is the actual time of the event and does not include set-up and clean-up time. Events may not exceed the starting or ending times on the *Facility Permit Application*. (See Set-up/Clean-up).

Prohibited Activities

The following types of activities will not be honored for rentals, unless a specific exception is granted by the Director:

- Ongoing classes/programs (e.g. dances, exercise, art) that are fee based and/or are deemed to be in conflict with services or programs provided by the Department of Recreation.
- Events open to the general public designed to financially benefit an individual, except for a valid humanitarian cause.
- Recurrent activities such as church services.
- Social events, such as dances, open to the general public and requiring an admission fee.
- Events that are deemed inconsistent with department, county, state or federal rules or regulations, or activities that are determined inappropriate for a community center.
- Any personal, profit motivated activity.
- Smoking.
- Open Flames/Fires, the use of any open flame or fire, including candles.
- Temperature and lighting such as tampering with thermostats or light fixtures.
- Removing furniture, including tables or chairs, from the room requested nor any other rooms.
- Gambling.

Rental Fees

Category I: Montgomery County not for profit groups and organizations that are of a service nature.

Category II: Individuals or organizations that are primarily social in nature and may be either non-profit or profit oriented.

Type of Function	Category I	Category II
Meetings	Free */\$18 per hour	\$26 per hour
Seminars, Workshops, and Meetings with Food	\$26 per hour	\$45 per hour
Limited Social Functions **	\$45 per hour	\$45 per hour
Youth Prevention/Intervention Functions	\$60 per hour	N/A
Social Functions ***	\$90 per hour	\$120 per hour
Additional Room (Storage/Non Active)	\$25 per hour	\$25 per hour
Non-Resident Fee	\$50 per booking	\$50 per booking
Cancellation Fee	\$25	\$25

* Category I renters are permitted (six) advance scheduled rentals per year. Additional meetings may be scheduled upon availability at the indicated fee.

** Limited Social Functions must have less than 50 attendees; must occur between center's regular hours of operation on weekdays; must not serve alcohol. Approval is required.

*** Social Functions include any and all events serving alcohol; any events ending after center hours of operation on weekends or events with more than 50 attendees.



Gaithersburg
A CHARACTER COUNTS! CITY

Welcome Rental Patrons

Activity Center at Bohrer Park,
Summit Hall Farm





ACTIVITY CENTER AT BOHRER PARK

AT SUMMIT HALL FARM

OFFICE: (301)258-6350 FAX: (301)948-8364

Effective January 2004

RENTAL PROGRAM POLICIES AND PROCEDURES

The City of Gaithersburg welcomes the opportunity to serve you as a rental patron at the Activity Center. Please read these guidelines in their entirety for important information pertaining to rental use.

Hours of Operation: The Center is generally open for rental use Monday – Saturday, from 8 a.m. to 10 p.m. and Sundays, 8 a.m. to 5 p.m. With prior approval, hours can be extended to midnight on Saturdays and as early as 6 a.m. Monday through Friday. The Center is closed for the following holidays: Thanksgiving Day, Christmas Day, New Year's Day, Memorial Day, July 4th, and Labor Day.

A. POLICIES FOR RENTAL OF THE CENTER

It is the policy of the City Manager to encourage the rental of the Activity Center. The Center is available to Gaithersburg residents, nonprofit organizations, and businesses as well as nonresidents; however, higher rental fees are applicable to nonresidents and groups who do not reside within the corporate City limits. Requests for a rental may be made by submitting a Facility Use Application five (5) months in advance of the rental date. Requests for large events that require use of three or more spaces in the Center on a single day, or multiple spaces for two or more consecutive days can be reserved nine (9) months prior to the rental date.

B. FACILITY USE APPLICATIONS

All individuals or groups wishing to use the Center must make application by completing a Facility Use Application. This is an application, not a binding contract to rent the building. Applications are available at the Activity Center or may be obtained via mail, fax, or on our website (www.ci.gaithersburg.md.us). PLEASE UNDERSTAND THAT YOUR REQUEST IS NOT OFFICIALLY CONFIRMED OR BOOKED UNTIL A DEPOSIT HAS BEEN ACCEPTED AND YOU RECEIVE CONFIRMATION. You must be at least 21 years of age to sign an application, and the person signing the application must be in attendance for the entire rental event. If two or more groups wish to rent the facility on the same day and time, the applications will be processed and reservations confirmed on a first-come, first-served basis.

C. MINIMUM RENTAL TIME FOR SATURDAY NIGHTS

On Saturday evenings, there is a minimum rental time of four hours applied to groups or individuals requesting rental of the Activity Rooms. This procedure applies to any rental that starts at 5 p.m. or later.

D. HOW FEES ARE DETERMINED

To obtain a resident fee, the applicant's home address must be within the corporate limits of the City of Gaithersburg, or the address of an organization or business must be within the corporate limits. Organizations may not use the address of a member who is a City resident. A driver's license or company stationery will be required as verification of residence. If the event is a wedding ceremony or reception, only the bride or groom, parents, guardian, or grandparents of either party may apply for the Facility Use Application. For all other events, the person hosting the event must complete the application and their address is used to determine the appropriate fee. If you are a nonprofit organization, a tax exemption certificate is necessary.

E. USER'S RESPONSIBILITIES

Rental patrons are required to:

- **Set up tables, chairs and other equipment as necessary. At the time indicated on your permit, a Center staff person will bring the requested number of tables, chairs and other equipment into the room for rental customers to set up.** Center staff may do set up and clean up for an additional fee with at least two weeks notice. A floor plan must be turned in one week prior to event, or the table/chair set up will be at the discretion of Facility staff.
- Anticipate the amount of time necessary for set-up and clean up and include this time in the rental request.
- Arrive and depart at the times specified on the rental permit. Leave their rented room(s) in the same condition in which it was found.
- Make arrangements for delivery of special items such as catering equipment as follows. Delivery of catering items and other assorted items such as rented equipment on any day and time other than those specified in the Facility Use Application is not permitted without prior written approval. Similarly, pickup of rental items or other equipment must be done within the time of the Facility Use Application unless prior written approval is agreed upon (Facility staff are not responsible for set up or take down of rental equipment).
- At the conclusion of the event, clean off tables and chairs, i.e., remove all food products, paper products, etc., clean tables and stack tables and chairs on racks and carts as provided by the Center. Trash must also be bagged and left in the room. The Center will provide trash cans and bags.
- Abide by the information in the rental packet that identifies maximum number of persons per room.
- Confine rental event to the room that is identified on the facility permit. Use of the lobby is for all center patrons as needed for entrance and exit, and to access restrooms and the front desk. Lobby and hallway space is not included in a rental permit unless specifically identified.
- Obtain "proof of insurance" from any/all entertainment or catering vendors and submit copy to Activity Center staff before the date of the event. Suggested minimum liability coverage is one million dollars.

- Accept responsibility for all persons associated with function. If you are hosting an event that is open to the general public, you are still responsible for any/all damages or problems associated with your guests.

Failure to adhere to any or all of the above policies may result in the rental group being asked to leave the facility, forfeiture of deposit and loss of future renting privileges.

F. REVOKING OF APPLICATIONS, CANCELLATION OF EVENT AND REFUSAL OF FUTURE RENTAL

The City of Gaithersburg reserves the right to revoke a user's application and/or refuse rental for any or all of the following:

1. Failure to pay rental fee when due.
2. Rental patrons are not conducting an event in an orderly manner.
3. Damage is done to the Center.
4. The rental patrons repeatedly do not adhere to users' responsibilities.
5. If the City feels that a group's event is detrimental to the well being of the Center staff or patrons.
6. The City reserves the right to cancel or postpone an event at any time due to unforeseen circumstances.

G. RESERVATION/SECURITY DEPOSIT

In order to reserve a room, a deposit must accompany a completed Facility Use Application. The amount of the deposit will be 25% of the total room rent, or \$100, whichever is greater. Large social events or teen parties may require a higher security deposit. Deposits may be by personal check, money order, cash, certified check or credit card (VISA/MC) payment. Deposits may be forfeited if a group goes past their scheduled time, if they exceed closing hours, or if policies and procedures are not followed. Damages to the Center, insufficient clean-up and early arrival costs will be subtracted from the security deposit. If damage or overages in time are determined to be more than the security deposit, the rental patron will be billed. The City of Gaithersburg reserves the right to charge a higher deposit for special rental situations.

H. PAYMENTS

Rental fees are due no later than the first day of the previous month before scheduled event. For example, if your event is May 13, rental fees are due no later than April 1. **Rental payments are forfeited if event is cancelled less than two weeks prior to event.** Cancellation notices should be made in writing. See Section R for exceptions associated with Large Events. A \$35 collection fee will be assessed for any check returned by the bank. If your fees remain unpaid after 30 days notice, you may be prosecuted in District Court under the Maryland Criminal Code, Article 27, Section 140-144.

I. REFUNDS

Security deposits will be forfeited if a rental is cancelled less than 30 days before the event. Please allow thirty (30) days following the date of the event for return of a security deposit. See Section R for exceptions associated with large events.

J. ALCOHOLIC BEVERAGES

Normally, **no alcoholic beverages are allowed by rental groups at the Activity Center**; however, an alcoholic beverage permit will be considered for rental events which involve rental of all spaces at the Center.

K. SMOKING

In accordance with City of Gaithersburg Ordinance No. 0-13-90, no smoking will be allowed in the Activity Center.

L. CHAPERONES / SECURITY

Any group that has the majority of patrons under the age of 21, is required to provide chaperones at the ratio of one adult per 10 underage participants. Chaperones are responsible for making sure that once attendees arrive at the event, they may not leave the event and then re-enter. Furthermore, an event with a majority of patrons under the age of 21 may be required to pay for additional staff person(s). For large teen events, security personnel may be required (security personnel are defined as individuals who are licensed and bonded). It is recommended that the responsible party provide a guest list for teen events.

M. CHARGES FOR ADMISSION

Admission or cover charges for rental events are prohibited unless prior written approval is granted.

N. DECORATIONS AND CARE OF EQUIPMENT

No thumbtacks, tape, candles or non-fire proof decorations are allowed. This includes live or cut holiday trees. Special equipment requirements should be approved in writing prior to the rental event. Tampering with the thermostats or light fixtures, or any other Center equipment or furnishings is prohibited. The throwing of rice, birdseed or confetti is strictly prohibited at the Center or in the park. If you need tape for designated events in the gym, please request this on the facility permit and athletic floor tape will be provided. No other tape should be used on the gym floor.

O. CHARGES FOR DAMAGES

Rooms will be inspected by Center staff before and after use. The rental patron shall sign and verify the inspection sheet and be responsible for any damages or problems noted on the inspection sheet. The City of Gaithersburg has the authority to withhold part or all of the security deposit for damage by the user or failure to adhere to the user's responsibilities. If charges exceed the amount of the security deposit, rental patron will be billed and payment will be due within two weeks.

P. FOOD AND BEVERAGES

Food and beverages are permitted in all rooms. The Center does not have any refrigeration or warming facilities for rental patrons. Caterers are permitted. Please remember, that clean up associated with food and beverages is the responsibility of the rental patron. No food sales are permitted without prior written approval and, if approved, require a Montgomery County Health Department permit. Grilling of food is prohibited in the Center, on the patios and in the parking lots.

Q. MUSIC, SIGNAGE AND MISCELLANEOUS

Music by disc jockeys is permitted but must be included on the Facility Use Application as part of the event description. Live bands are only allowed with prior written approval. Volume of music must be kept at a level that will not interfere with other patrons of the Center. The Center will provide a sign identifying rental patrons for each room in the facility. Additional signage may be displayed by rental patrons providing that such signage does not interfere with other uses at the Center. Signage outside the center including the parking area is permitted in accordance with City regulations and permit requirements. All signage must be removed at the conclusion of the event. Weapons are strictly prohibited at the Activity Center and on park grounds.

R. LARGE EVENTS

Rental events that are intended for more than 300 people have special requirements. Rental payments are due 60 days prior to the event and rental fees as well as security deposits are forfeited if the event is cancelled less than 60 days prior to the event. The City also reserves the right to require large groups to provide parking attendants and/or security personnel for their event (security personnel are defined as individuals who are licensed and bonded). Other requirements may be necessary for large events that use multiple spaces and/or rentals that take place for more than one consecutive day. Such requirements will be set forth in writing by the City prior to the approval of the Facility Application.

S. ANIMALS

No animals (except those used to aid visually impaired or deaf patrons) are allowed in the Center without prior written approval.

T. EQUIPMENT AVAILABILITY

The Center can provide the following equipment to rental patrons on a reservation basis providing the equipment is not being used for another event. For equipment that requires payment, such payment is due with the rental fee at least 30 days prior to the rental event.

<u>Quantity</u>	<u>Item</u>	<u>Fee per item</u>
45	48" round tables (seating for 5-6)	nc
45	72" rectangular tables (seating for 6)	nc
450	chairs	nc
1	projector screen	nc
2	Podiums	nc
4	Volleyball equipment sets	nc
2	Portable Baskets	nc
1	Portable PA, suitable for meetings in Activity Rooms and/or meetings in gyms (up to 200 people)*	\$40/day or \$10/hour
1	Overhead projector	\$30/day or \$8/hour
1	TV/VCR	\$40/day or \$10/hour
4	Easels with pads	\$10/day or \$2 per hour
2	Stage platforms (3'x 8', 8" high)	\$30/day or \$8/hour
1	Internet connection / phone line	\$40

*If your meeting or event will require a public address system, and your expected attendance is greater than 200, you are responsible for supplying an adequate sound system.

November 4, 2003

Activity Center Rental Rates Activity Rooms

Effective January 1, 2004

Rates are per hour, per room

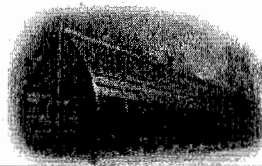
	Monday-Friday Before 3pm Year round	Monday-Friday After 3pm Year round	Saturday-Sunday Before 3pm Year round	Saturday-Sunday After 3pm Year round
Individual Non-profit Resident*	\$30	\$35	\$35	\$38
Individual Non-profit Non resident	\$45	\$50	\$50	\$55
Business/ Commercial Resident*	\$45	\$50	\$50	\$55
Business/ Commercial Non resident	\$70	\$80	\$80	\$95

*Resident rates apply to a person, organization, or a business,
which is located within the **corporate** limits of the City of Gaithersburg.

CAPACITY OF EACH ACTIVITY ROOM (1,020 square feet)

Chair seating:	90
Table Seating:	72

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Community Recreation Center
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Rental Information

The Twinbrook Community Recreation Center has rooms for all small occasions! Whether for business or pleasure, you and your guest will find the perfect setting for those small occasions. Twinbrook Community Recreation Center staff will give your group personal attention throughout your event to ensure everything runs smoothly.

- Rooms for All Occasions
- Business Meetings
- Training
- Birthday Parties
- Wedding Showers
- Baby Showers
- Employee Fitness Days
- Anniversary Parties

Rental Categories

Rental fees are based on your location of residence and the purpose of your activity.

Private Resident/Business: Rockville Citizens and businesses renting for self interest that are primary social in nature or business oriented. (Examples are parties, showers, business meetings, etc.).

Non-Resident Groups: All public or private groups comprised of less than 60 percent City of Rockville residents, or groups/citizens who do not live in the City of Rockville.

Non-Profit Community Organizations: Not for profit groups and organizations that are of a service nature comprised of 60 or more percent City of Rockville residents.

Political Groups: National, state and local political parties are permitted to rent City facilities for any legal use such as fundraising events, rallies, occasions to solicit membership, and annual meetings. Rental rate is determined by residence.

Room Capacities

Room	Style	Capacity	Description
Multipurpose Room #1 22'x26'	Theater Lecture	20 25	Wood floor and mirrors
Multipurpose Room #2 22'x26'	Theater	20	Kitchen counter, sink and refrigerator
Combined Multipurpose Rooms #1 and #2 22'x52'	Theater	40	Wood floor, mirrors, kitchen counter, sink and refrigerator
Annex	Theater Lecture	35 40	Space is a Child Care center

Theater - Rows of chairs with center aisle.

Lecture - 6-foot tables with chairs on one side.

Rental Rates

Reservation fees effective July 1, 2004
(Available days and times vary per season.)

Room	Community Organizations (per hour)	Private Resident/ Business (per hour)	Non-Resident Groups (per hour)
Multipurpose Room #1 or #2	\$18	\$22	\$25
Combined Multipurpose Rooms #1 and #2	\$29	\$35	\$46
Annex	\$25	\$30	\$40
Gym	Saturday 6 p.m. - 9 p.m. June through August Sport Activities Only	\$65 2 hour minimum	\$75 2 hour minimum

Please note:

A \$30 deposit fee is required with all rentals. Setup and cleanup times are charged.

Rental fees are due at the time of reservation. We accept cash, visa, mastercard and checks. A \$30 clean up fee will be charged if the room is not returned to its original condition.

Facility Rental Application (pdf format - download and print)

Building Rental Guideline Agreement (pdf format - download and print)

Rental Guidelines

The Contract Holder will be responsible for: damages to the property or building during use; rule violations or acts committed by members or guests while in the building or on the grounds; cleaning tables and depositing trash in containers provided; and returning the room(s) to original condition. If damage is incurred, there is excessive use of the facility, or additional cleaning is required, a clean up fee of \$30 will be charged. If equipment, fixtures, etc., are damaged, you will be billed the full cost to replace those items.

- The Contract Holder will be responsible for: damages to the property or building during use; rule violations or acts committed by members or guests while in the building or on the grounds; cleaning tables and depositing trash in containers provided; and returning the room(s) to original condition. If damage is incurred, there is excessive use of the facility, or additional cleaning is required, a clean up fee of \$30 will be charged. If equipment, fixtures, etc., are damaged, you will be billed the full cost to replace those items.
- Caterer's equipment must be delivered on the day of the event and removed at the conclusion of the event. A copy of the caterer's license must be received three days before the event. No cooking is to take place - food is to be reheated only.
- No pets are allowed in the building.
- Smoking is not permitted in the building.
- Rice, confetti, birdseed, and glitter are not permitted. A \$30 cleanup fee will be charged if this policy is not followed.
- All groups requiring specific setups must provide a layout to the Center office 14 days prior to the event.
- The use of alcohol is prohibited for all types of rentals.
- This building is primarily used for recreational opportunities for the residents of the City of Rockville. It is available on a limited basis, and rentals must be scheduled far in advance of your event date

The Twinbrook Community Recreation Center is conveniently located in a park-like setting on Twinbrook Parkway, between Rt. 355 and Veirs Mill Road. The center can accommodate 10 to 200 people.



GREENBELT COMMUNITY CENTER

15 Crescent Rd, Greenbelt, MD 20770

Phone: 301-397-2208 Fax: 301-220-0561

E-mail: mcavallo@ci.greenbelt.md.us

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FACILITY RENTAL APPLICATION

Name: _____ Date Of Application: _____

Address: _____ City/St/Zip: _____

Phone Number: Home: _____ Work: _____ Cell: _____

E-mail address: _____

Rentals at the Greenbelt Community Center are scheduled on a quarterly basis. Below are the dates for the next four quarters. Applications will be accepted on an on-going basis, final approval will be given in accordance with the dates listed below.

Applications for the period of :

September 13, 2004 thru December 31, 2004

January 1, 2005 thru March 20, 2005

March 16, 2005 thru June 13, 2005

June 14, 2005 thru September 12, 2005

Final Approval Given After:

August 10, 2004

November 10, 2004

February 10, 2005

May 10, 2005

****One Time Rentals of the Multi-Purpose room may rent up to six months in advance of desired rental date.****

	<u>Resident Hourly Rate</u>	<u>Non-Resident Hourly Rate</u>
_____ Gymnasium (Sports Only) (106)	\$40.00	\$50.00
_____ Multi-Purpose Room (201)	\$30.00	\$40.00
_____ Theater Rehearsal Room (202)	\$20.00	\$30.00
_____ Senior Classroom (114)	\$20.00	\$30.00
_____ Senior Conference Gallery (112)	\$20.00	\$30.00
_____ Dance Studio (10)	\$30.00	\$40.00
_____ Community Meeting Room (103)	\$20.00	\$30.00
_____ Kitchen** (107)	\$20.00	\$30.00
Date of Rental: Start : _____	Day of Week: _____	
End: _____	Time: _____ to _____	

Number of Tables Needed: _____ Number of Chairs Needed: _____

****Kitchen rental requires a PG County Food Service Manager License****

Thank you for choosing the Greenbelt Community Center for your rental. The dates and times you have requested will be reserved only after this application is approved and appropriate fees have been paid. If paying by credit card please fill out the information below.

CREDIT CARD INFO: Card Type: _____ Card Number: _____

CVV# _____ (the last 3 digits of the italicized number in the signature box on your card) Expiration Date: _____

By signing this form you agree to accept responsibility to abide by all procedures and rules outlined in the "Facility Usage Policy" document and understand all penalties associated with not abiding by these policies.

Applicants Signature: _____ Date: _____

Description of Event: _____

Greenbelt Community Center Facility Usage Policy

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1. Applicants whose activities vary from those stated on the rental application or violate the Facility Usage Policy will be asked to leave the rental space and will not be refunded any rental fees paid. Rental privileges may also be revoked.
2. Only officers of an organization with authority to sign contracts are permitted to submit applications.
3. All alcoholic beverages are prohibited.
4. Unamplified acoustic instruments or a small shelf-sized stereo system is permitted provided that it does not disrupt the other activities occurring in the Greenbelt Community Center.
5. Renting a room at the Greenbelt Community Center for private instructional programs is prohibited. The public is invited to approach the Community Center's Recreation Coordinators at any time regarding educational programs they would like to see offered at this facility.
6. Applicants renting a room at the Community Center may use the space they have rented only. Participants and/or spectators should not be in other areas of the building. Groups renting space at the Greenbelt Community Center may **NOT** store anything at the Community Center.
7. Applicants are responsible for the actions of their attendee's. Violation of Facility Rules and Policies by attendee's can lead to applicant's rental privileges being revoked.
8. Only City of Greenbelt Contribution Groups, City of Greenbelt Recognition groups, and City of Greenbelt Home Owners' Associations are eligible for free rental spaces. Normal rental fees apply to fundraising events sponsored by these organizations.
9. The Recreation Department retains the right to cancel any approved reservation if the room reserved is needed for an official City or Recreation Department program or event.
10. Applicants renting a room in the Greenbelt Community Center for a single date must pay the whole amount due before the rental can be approved.
11. The regular rental fee includes the use of tables and chairs only. Time for set-up and clean-up must be included in your rental time. Rooms must be left at least as clean as they were originally found. Applicants who run over the rented time will be charged for that time, and may have their rental privileges revoked.
12. Applicants requesting a quarterly rental after the 15th of the month must pay for the remaining part of that month. The next full month payment must be paid before the 1st of that month.
13. The Recreation Department reserves the right to revoke any contract or deny any future applications from applicants who are consistently late making payments for rentals.
14. If the applicant cancels a reservation, at least 72 hours' notice before the reserved date must be given in order to receive a credit/refund. Applicants who give less than 72 hours notice will forfeit all fees paid.
15. Renters who continually cancel reservations may have their rental privileges revoked.
16. Applicants/Organizations will be financially liable for any damages to the Community Center building, grounds, equipment, or artwork arising from the event for which the reservation is made.
17. Applicants/Organizations will indemnify and hold harmless the City of Greenbelt from and against all actions, liability, claims, suits, damages or expenses of any kind arising from the event for which this reservation is made.



Interagency Coordinating Board
Montgomery County, Maryland

New Fees, New Cancellation Policy



January 2005



Director's Message

As the January scheduling window draws near, we are resending the most recent issue of the CUPF Newsletter focusing on changes in fees and policies. These changes will apply to all use of school facilities beginning with July 1, 2005. Use prior to July 1, 2005, will reflect the current rates. Please note that this information has also been posted on our website since the beginning of October. The Interagency Coordinating Board (ICB), as part of its responsibility to formulate policy and establish fees related to the community's use of public facilities, approved major changes in the fee structure and in its implementation at its September meeting. In balancing the need to maintain an affordable fee structure, consider air quality and compliance issues, recognize the impact of such use on MCPS' facilities and ensure the stability of the Enterprise Fund, the ICB voted to institute a flat fee for facilities use which would include the cost for utilities.

Whereas in the past, groups have elected the inclusion of heat or air conditioning, and paid for this accommodation, it will now, in the interest of health and safety, be automatically included in the room fee. This fee will cover other utilities such as water and electricity as well. Since the total cost will be spread out among all users, the increase will be significantly less than it was when it was paid for by individual groups requesting the accommodation. Even with the changes, Montgomery County's fees remain comparable or below similar rates in other jurisdictions. In addition, given that all groups access some utilities, refunds will not be issued should there be an occasional failure of the facility to provide heat or air conditioning. Please note that such incidences should be significantly minimized due to the fact that this accommodation will apply to all users and will be electronically submitted to MCPS.

Since more than 97% of our users claim to be non-profit organizations, the Board has voted to shift the differentiation of fees to focus on that of the activities being sponsored rather than that of the tax status of the organization. Fees will be assessed based on the nature of the activity being scheduled. Activities are divided by categories and the list is included in this newsletter. This will help users identify the appropriate fees for their particular activities and enable staff to apply the fees uniformly for all users.

Cancellations will also be managed differently. In the past, groups could reserve space and hold that space for months and then cancel two weeks in advance with only a \$25 penalty. Clearly, it goes without saying that events cancelled well in advance of the scheduled date would permit CUPF staff to re-assign the facility to other groups



New Cancellation Policy For Use Taking Place July 1, 2005 Or Later

Consider carefully before submitting a request
For cancellations (not adjustments) of special events/programs:

46 days' notice or more.....	\$25 cancellation fee
31-45 days' notice.....	25% of facility charges + \$25 cancellation fee
15 -30 days notice	50% of facility charges + \$25 cancellation fee
14 days' notice or less.....	100% of facility charges only No cancellation fee
7 days' notice or less.....	100% of facility charges + Staff costs, no cancellation fee

If CUPF staff is able to rent the same space to another community use group, the only applicable charges will be the \$25 cancellation fee. The above does not apply to educational or recreational classes that are contingent upon enrollment.



CHANGES IN FEES / SCHEDULING OF ALL SUMMER CAMPS (Including camps in high schools)

Submit non-school sponsored camp forms directly to CUPF

and permit MCPS staff scheduled to work the events the opportunity to consider other assignments. "Last minute" cancellations do not permit such options and represent a loss in revenue, which, in turn, impacts all users. Therefore, effective July 1, 2005, the amount your group will be refunded for canceling an event will depend on the length of notice provided CUPF staff of the cancellation (see above).

Summer camp fees and their implementation will change as well. All camps (including those held in high schools) will be booked by the CUPF office and will be assessed a special camp rate. Please refer to the fee schedule included for specifics. The use of fields and parking lots has also been modified and changes are included as well.

Review the information and plan your activities carefully with the cancellation changes in mind. Keep for future reference. As always, should you have questions, don't hesitate to contact us.

Sincerely, Ginny Gong

FEE CATEGORIES OF COMMUNITY USE ACTIVITIES

Category A

- ✓ K-12 and extracurricular school activities, including booster clubs
- ✓ Adult Ed non-fee ESOL classes (Montgomery College)
- ✓ PTA non-fee activities (e.g. monthly meetings, weekday book fairs, monthly PTA minority/ethnic committees)

Category B

- ✓ MCPS partnerships with public entities (e.g. colleges, government, Housing Opportunities Commission)
- ✓ Public recreation classes and activities (Montgomery County Recreation Department & municipal recreation departments of Takoma Park, Rockville, Gaithersburg)
- ✓ Public recreation summer camps – as above
- ✓ City, county, state and other government agency meetings/programs
- ✓ Child care
- ✓ MCPS Adult Education fee classes
- ✓ MCCPTA fee classes (FLES, Hands-on-Science, and Group Piano)
- ✓ Commercial enterprises donating goods and services—no monetary donations accepted
- ✓ PTA fee activities/fundraisers — no commercial entities involved (e.g. sock hops, non-monetary bingo)

Category C

- ✓ Non-Public sector youth recreational and educational activities (e.g. Boys & Girls Clubs, athletic associations)
- ✓ Community and civic association meetings and non-fee activities (HOAs, garden clubs)
- ✓ Community sponsored classes
- ✓ Adult sports and recreation
- ✓ Cultural activities and celebrations—no fees or donations accepted
- ✓ Cultural schools certified by the state
- ✓ Year-round religious classes and services

Category D

- ✓ Summer camps, clinics and other summer activities of a programmatic nature not sponsored by public recreation (e.g. sports camps, arts camps or chess clinics)
- ✓ MCPS partnerships with commercial entities (e.g. SAT prep classes, academic enrichment classes) (form submitted by MCPS)
- ✓ PTA partnerships with commercial entities with no promotion of the commercial entity, such as restaurants & food vendors (form submitted by PTA)

Category E

- ✓ Youth and adult sports tournaments (e.g. step, volleyball, cheerleading, pom competitions).
- ✓ Community fundraisers (e.g. yard and garden sales)
- ✓ Community/religious/cultural special events with any admission fee, donation, membership dues or ticket sales (e.g. revivals, High Holidays, New Year's celebrations, cultural concerts)

Category F

- ✓ Out-of-county group activities
- ✓ Commercial enterprise activities/events

**Community Use of Public Facilities Hourly Fee Schedule
Indoor Facilities (effective July 1, 2005)**

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	Monday-Friday		Saturday/Sunday/Holidays (3 hour minimum when no other activities are scheduled)	
	Before 6pm	After 6pm		
Category A				
All rooms	No charge*	No charge*	Staff costs only	
Category B			First Unit	Add'l Units
All Purpose Room/ Cafeteria	8.00	10.00	12.50	12.50
Gym	8.00	8.50	12.50	12.50
Classrooms	5.00	6.50	12.50	12.50
Auditorium**	40.00	40.00	40.00	N/A
Category C			First Unit	Add'l Units
All Purpose Room /Cafeteria	8.00	15.00	25.00	12.50
Gym	8.00	12.00	22.00	12.50
Classrooms	5.00	6.50	22.00	12.50
Auditorium**	40.00	40.00	40.00	N/A
Category D			Each Unit	
All Purpose Room, Cafeteria, Gym	20.00	20.00	25.00	
Classrooms	10.00	10.00	22.00	
Auditorium	50.00	50.00	50.00	
Category E			Each Unit	
All Purpose Room, Cafeteria, Gym	40.00	40.00	40.00	
Classrooms	30.00	30.00	30.00	
Auditorium	70.00	70.00	70.00	
Category F	All Times	Long-Term	Short-Term, Weekends/Holidays	
Auditorium	125.00			
All Purpose Room/Dance Studio		25.00	40.00	
Classroom		20.00	35.00	
Gym/Secondary	60.00			
Gym/Elementary		40.00	53.00	
Cafeteria/Middle School	30.00			
Cafeteria/High School		45.00	50.00	

*Staff costs where applicable: bldg. service worker \$26.50; MST \$39; security \$30; cafeteria worker \$30.

**Auditoriums are not counted as a first unit to receive the reduced rate for additional units.

**Community Use of Public Facilities Fee Schedule
Outdoor Facilities (effective July 1, 2005)**

	Fields (except stadiums)	Tennis Courts	Parking Lot	Pick-up/ Drop Off
Category A	No charge	No charge	No charge	N/A
Category B***	Administrative Fee	8.00 long-term 11.00 short-term	15.00	N/A
Category C	Administrative Fee	8.00 long-term 11.00 short-term	15.00	N/A
Category D	20.00 (4 hour minimum)	8.00 long-term 11.00 short-term	15.00	Administrative fee
Category E	20.00	8.00 long-term 11.00 short-term	15.00	N/A
Category F	42.00 long-term 53.00 short-term	8.00 long-term 11.00 short-term	15.00	N/A

All fees are hourly with the exception of the administrative fee which is currently \$30.
The administrative fee for fields will be charged for each daily seasonal permit.

*** Fee for Recreation sponsored sports camps is \$5 per hour